

# **Atlantic Planners Institute Annual General Meeting**

September 30, 2005

St. John's, Newfoundland

## **1. Call to order/Sign In (7:30 am)**

### **Members present:**

Colleen Clare	Andrew Curran	Albert Dunphy
Kingsley Lewis	Elaine Mitchell	Samantha Murphy
Barry Zwicker	Stephen B. Jewczyk	Alicia McLaren
Michael Poulton	Gerald Romsa	Jennifer Voss
Ryan Windle	Andre Daigle	Steven Brasier
Jennifer Griffiths	Lydia Lewycky	Ron Corbett
Patty Munkittrick	Kevin Brooks	Leslie Tse
Corrie Davis	Randa Wheaton	Alton Glenn
Safa Fayek	David Smith	Paul Boundridge
Ken O'Brien	Kathleen Parewick	Armand Robichaud

## **2. Adoption of the Agenda**

**Moved by Stephen Jewczyk, seconded by David Smith to adopt agenda, as circulated.**

**CARRIED**

## **3. Adoption of the Minutes of 2004 AGM**

**Moved by David Smith, seconded by Stephen Jewczyk to adopt minutes of 2004 AGM, as circulated.**

**CARRIED**

## **4. President's Report**

Barry Zwicker introduced new additions to API Council (Colleen Clare as NB Representative and Secretary, Samantha Murphy as PEI Representative and Andrew Curran as Student Representative). Barry thanked the members who have volunteered their time over the past year, such as Mark Poirier (Webmaster), Dennis Friesen (Planners Pen editor) and John Bain (Membership Chair). As well, Barry thanked the Newfoundland and Labrador Branch for organizing an excellent annual conference.

Barry then discussed some of the initiatives Council has been involved in over the past year, including the addition of Kingsley Lewis as Executive Director, having our records reviewed by an external auditor and the ongoing development of Continuous Professional Learning.

Barry outlined two projects relating to climate change adaptation that API, through partnerships with the City of Fredericton and Terrain Group, has been successful in obtaining funding for: Government Roles in Climate Change Adaptations for Urban Infrastructure and Climate Change Adaptation for Land Use Planners.

**Moved by Andre Daigle, seconded by Ryan Windle to receive President's Report for information.**

**CARRIED**

**5. Past President's Report on CIP Council Matters**

Barry Zwicker delivers Alex Forbes' regrets at not being able to attend the meeting. As well, Alex was unable to put together a written report for the meeting, as he was called out of the country to Sri Lanka to discuss important planning issues related to the recent tsunami. Barry discussed the matters that Alex has been involved with lately concerning CIP Council, such as the new Vice President position and the communication strategy.

**6. Treasurer's Report**

Elaine Mitchell delivered the Treasurer's Report, including the Balance Sheet and Statement of Revenues and Expenditures dated August 31, 2005. As well, Elaine noted that the decision to hire an Executive Director last year resulted in the use of membership equity funds in order to bring API back into an operating situation.

**Moved by Elaine Mitchell, seconded by Alton Glenn to adopt the Treasurer's Report, as circulated (a copy of which is attached and forms part of these minutes).**

**CARRIED**

**7. Auditor's Report**

Elaine Mitchell reported on Wayne Moores', CGA, review of API's books (not a full audit), which was carried out to make sure API was operating within the accounting principles. Wayne Moores made some recommendations to update the API accounting practices.

**Moved by Elaine Mitchell, seconded by Albert Dunphy to adopt the Auditor's Report, as circulated (a copy of which is attached and forms part of these minutes).**

**CARRIED**

**8. Membership Committee Report**

Barry Zwicker delivered the Membership Committee Report, prepared by John Bain. Sixteen new provisional members were approved in the past year and one full member was reinstated.

**Moved by Stephen Jewczyk, seconded by Andre Daigle to accept the Membership Committee Report for information.**

**CARRIED**

A discussion ensued, concerning issues that are currently being looked at by API Council, such as declining membership, the amount of time it takes for new members to be approved and how the process could be streamlined to make it more straightforward, easier and quicker. Council and John Bain plan to have a more in-depth discussion of these issues at their next meeting, which is to be held late fall.

## **9. Executive Director's Report**

Kingsley Lewis delivered the Executive Director's report. A number of tasks were completed within the last few months, including establishing links with the Continuing Professional Development Committee, Dalhousie, API's webmaster and the Membership Committee. Kingsley is also working on developing plans for updating the Strategic Plan and By-Laws (some by-law amendments were carried out in May 2005).

**Moved by Colleen Clare, seconded by Andrew Curran to accept the Executive Director's Report for information.**

**CARRIED**

## **10. Branch Reports**

Reports for Prince Edward Island, Nova Scotia and New Brunswick were circulated for information. Elaine Mitchell apologized for the lack of a report for Newfoundland and Labrador, but stated that the branch has been busy over the last while preparing for the conference. Elaine thanked the Newfoundland and Labrador members for their help in getting the conference organized.

**Moved by Ken O'Brien, seconded by Gerald Romsa to accept the Branch Reports for information.**

**CARRIED**

## **11. Student Representative's Report**

Andrew Curran presented his Student Representative Report and focused on the Professional Mentorship Program and his hope to recruit new members. Although Council approved the program in 2003, it did not get off the ground. Andrew presented a Mentor Profile Form and a Student Profile Form. All planners, not just those in the Halifax area, could use the mentorship program. As well, it could be expanded to anyone who wants to use it, not just students. Barry Zwicker agreed with Andrew and felt the mentorship program is exactly what API should be promoting. Barry encouraged members to sign up for the program.

**Moved by Andrew Curran, seconded by Andre Daigle to accept the Student Representative's Report for information.**

**CARRIED**

**12. By-Law Amendments**

Colleen Clare reported on the results of mail ballots for Council structure and Branch By-Laws (for information only).

**13. Resolution Respecting Change of Head Office Location**

A resolution was presented respecting the change of head office location. Due to the fact that the address is not permitted to be a post office box, the new address will be that of API's current Executive Director, Kingsley Lewis. Kingsley suggested API should amend the By-Law in the future so that the address does not have to be changed all the time. Andre Daigle pointed out a spelling error within the resolution.

**Moved by Ron Corbett, seconded by Jennifer Griffiths to approve the resolution (as amended, copy of which is attached and forms part of these minutes).**

**CARRIED**

**14. Continuing Professional Learning**

Barry Zwicker reported on the current status of Continuing Professional Learning and presented a document outlining the process. API's CPL guide and process is based on British Columbia's model. The National Council has approved mandatory CPL across the country. Currently, CPL is not mandatory within API. However, Barry asked that members carry out CPL on a volunteer basis for the period between now and next year's AGM. At that time, CPL will become mandatory and members will be familiar with the process. The intent is to provide a system where all members will participate, inputting their record of training or continuous learning programs on the CIP website on the honours system.

**15. New Brunswick Legislation/Implications for API**

Andre Daigle presented an overview of the NB Registered Professional Planners Act, which was passed this summer. Andre gave some context as to why the Act was put in place, to provide formal name recognition to individuals who are professionally trained to carry out the practice of planning. Andre also presented the review process since 2002, from when the committee was established and started to prepare the first draft. In June 2005, the Act was given third reading and Royal Assent.

There were some challenges during the process at the committee and organizational stage. Other challenges came during the consultation and legislative assembly stage. Throughout the process, however, these challenges resulted in important lessons learned.

These lessons will be valuable to other API Branches wishing to take on the process of establishing professional legislation.

The next steps for New Brunswick is the evolution of a CIP/API/NB Planners agreement, the adoption of the by-laws, national dialogue on pre and post private members legislation and indications of provincial endorsement in CPA.

## **16. Other Business**

Steven Brasier gave a presentation that highlighted CIP's recent activities and the services provided to members, including a list of books and publications that are available. Some of the key projects are the 2006 World Urban Forum, the Communications Strategy, CPL, the First Nations Initiative and International Programs in China, Trinidad, Grenada.

A discussion was held on the Planner's Pen. It was noted that API's contract with Dennis Friesen has ended. However, Council would like to keep Dennis on to prepare the document. The costs associated with printing and mailing the document to members was discussed. Members were asked if a digital format would be acceptable and there was agreement on this issue. Ron Corbett stated that it keeps with API's wish to be sustainable. Stephen Jewczyk suggested the document could be sent via email as well as be placed on the API website. Members were asked to ensure that their contact information be updated so addresses are current.

## **17. Adjournment**

**Moved by Stephen Jewczyk, seconded by Corrie Davis to adjourn the meeting (9:15 am).**

**CARRIED**